

LUCAS COUNTY WORKFORCE DEVELOPMENT AGENCY (LCWDA) WORK EXPERIENCE POLICY

Work experience is a service to assist in the assessment of an individual for further training or placement allowed under the Workforce Investment Act. This service is designed to meet the needs of individuals with little or no work experience (less than one year of continuous employment) and is in need of this service to obtain unsubsidized employment leading to self-sufficiency.

Work experience is a planned, structured learning experience that takes place in a workplace for a limited period of time not to exceed ten weeks per fiscal year. (The youth summer work experience will be limited to ten weeks.) A work experience may be paid or unpaid and may take place in the private for profit sector, the non-profit sector or public sector. Labor standards apply where an employer/employee relationship exist.

In a paid, subsidized work experience, LCWDA or designated Service Provider will be the employer of record, paying the participant wages, paying workman's compensation, and all applicable taxes, **or pay a training stipend**. The work site will provide the structure and outline of what will be accomplished during the work experience. Work experiences in the private or public sector will permit the reimbursement of wages to the employer. The employer will be responsible for fringes, social security, UI, workman's compensation, Medicare and any other employer related costs.

In addition to assessing the individual's ability to be successful in a workplace setting, the goal for this service is to place the individual in unsubsidized employment either directly or after further training. The work site providing the work experience is not precluded from hiring the individual directly or after further training utilizing the On the Job Training program.

For youth under the age of 18 all minor labor laws will apply. Additionally, the maximum hours for in-school youth shall be in accordance with the minor labor laws as long as the student is able to maintain their schoolwork and proficiency testing.

Where there are additional or special needs required, LCWDA or its Designated Service Provider would work jointly with other organizations to assist in a successful work experience, i.e., youth with needs as job coaching services.